

FIRE CHIEF STUDY GUIDE

A written examination for the class of **FIRE CHIEF** to be administered in **BOGALUSA** on **JUNE 2, 2009**, will consist of approximately 120 multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
FIRE ADMINISTRATION Knowledge of the principles of effective fire service administration, including management theory and organizational behavior, planning and research, productivity evaluation, risk management, establishing a system for internal department controls; personnel management, including recruitment and selection; and financial management.	25.0%
INFORMATION MANAGEMENT/WRITTEN COMMUNICATIONS Knowledge of effective information management practices, including establishing policy for and overseeing a system for the preparation, control, and retention of records; and knowledge of the information gathering process and compilation of data into an effective written format, correspondence, reports, and other formal departmental communications.	9.2%
PUBLIC RELATIONS Knowledge of effective public relations practices which foster a positive public image of the department through contact with the media, other agencies, and the public.	5.8%
PUBLIC FIRE PREVENTION EDUCATION/PUBLIC SPEAKING Knowledge of the procedures involved in developing and conducting a fire prevention/public education program to address specific community needs; and knowledge of accepted practices in public speaking, including elements of effective communication, preparation of material, and speech presentation.	6.7%
SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates, to resolve conflicts, and to maintain discipline.	18.3%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
TRAINING Knowledge of the procedures for evaluating the training needs of the department and for developing and implementing an effective training program.	4.2%
MANAGEMENT OF EQUIPMENT/PROPERTY/SUPPLIES Knowledge of the management of equipment, property, and supplies for the department, including overseeing general care and maintenance of property and equipment, ordering and purchasing of equipment and supplies, and the preparation of specifications on new equipment for public bids.	5.8%
FIRE GROUND COMMAND/EMERGENCY MANAGEMENT Knowledge of the procedures necessary to manage operations at the scene of a fire or other emergency, in order to develop and implement an emergency management system; to direct and control emergency operations, including the handling of hazardous materials; to monitor the activities of command staff; to provide a system of emergency medical care; and to establish and implement fireground communications.	15.8%
FIRE INSPECTION AND INVESTIGATION Knowledge of fire prevention procedures, of life safety codes, and of arson investigation procedures in order to direct a program of fire inspections, pre-fire planning, and fire scene investigations.	9.2%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

- Fire and Life Safety Educator, 2nd ed., 1997.
- Introduction to Fire Origin and Cause, 3rd ed., 2005.
- Fire and Emergency Services Company Officer, 4th ed., 2007.

Fire Inspection and Code Enforcement, 6th ed., 1998.
Chief Officer, 2nd ed., 2004.
Essentials of Firefighting, 4th ed., 1998.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

FIRE PROTECTION HANDBOOK, NFPA, 19th ed., 2003.

MANAGEMENT IN THE FIRE SERVICE, Carter, Harry R., and Rausch, Erwin, NFPA, Quincy Mass., 4th ed., 2008.

FIRE COMMAND, Brunacini, Alan V., NFPA, 2nd ed., 2002.

OTHER RECOMMENDED PUBLICATIONS:

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

ADVANCED SUPERVISORY PRACTICES, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

MANAGING FIRE AND RESCUE SERVICES, International City Management Association (ICMA), 1140 Connecticut Ave., N.W., Washington, D.C. 20036, 1st ed., 2002.

NOTE: Available through LSU Firemen Training Program or IFSTA Fire Protection Publications.

BUSINESS COMMUNICATION, Ruch, William V. and Crawford, Maurice L., Macmillan Publishing Co., 866 Third Avenue, New York, New York 10022, 1991.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.